

**NORTH DAKOTA VETERANS HOME
GOVERNING BOARD MEETING
BISMARCK COMFORT SUITES**

January 27, 2006

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CHAIRMAN'S CALL TO ORDER

- Pledge of Allegiance
- Moment of Silence for POW's missing in action
- ROLL CALL

Norris Braaten – Chairman
Daryl Beard
Larry Dakken
Orletta Kilen
Darrol Schroeder
Robert Volk
Neal Asper, Administrator-NDVH

Absent: Jerry Meske

Guests: Kay Hearing
Joe Novak
Katie Potts, Acting Secretary

Approval of Minutes: Motion was made by Darrol Schroeder, seconded by Robert Volk to approve the December 06, 2005 minutes as mailed. Motion carried.

VA Medications: Daryl Beard has contacted Mike Jenkins to discuss the VA medications. No action was taken at this time

Also discussed was the Medicare Part D plan in place at the veteran's home. Depending on the plan the resident chooses they pay a premium and receive their medications based on the retail cost for one-half the cost.

Financial Update: Administrator, Neal Asper, presented the narrative written by Kristen Lunneborg

- Financial Statement ([Handout](#))
- Accounts Receivable ([Handout](#))
- Census ([Handout](#))

Motion was made by Larry Dakken, seconded by Orletta Kileen to accept the financial report as presented. Motion carried.

Motion was made by Darrol Schroeder, seconded by Darryl Beard to write-off the skilled account receivable in the amount of \$1,649.37. Motion carried.

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ADMINISTRATOR'S REPORT: Neal Asper

Neal Asper, Administrator, submitted his letter of resignation effective June 30, 2006. He commented his tenure at the veteran's home has been very challenging, but at the same time very rewarding.

Chairman, Norris Braaten and Darrol Schroeder gave a report on the positive interviews they received from the veteran's home staff. Administrator Asper also reported the staff was very appreciative of the visit to the home made by Darrol Schroeder, Norris Braaten and Jerry Meske.

Darrol Schroeder reported that during the period Neal Asper has been Administrator for the Veterans Home, it has been an optimistic growth period for the home. The committee felt Administrator Asper has worked very hard to achieve goals. Working to resolve the issues from the 2002 Performance Audit, was a tough situation, but the home has made progress during his reign. They felt Mr. Asper has administered excellent leadership to make sure the residents received proper care.

Chairman Braaten thanked Administrator Asper for the work he had done with and for the veteran's home and the governing board

Discussion was held concerning the behavior presented at the last governing board meeting held at the veterans home. Chairman Braaten reported he had given Administrator Asper an apology for the conduct of this meeting.

The governing board expressed their sentiment to Administrator Asper concerning the challenging experiences of working for a state home compared to a privately owned home.

Comments were also made on the cooperation being received from Administrator Asper during this transitional period.

Motion was made by Daryl Beard, seconded by Larry Dakken to accept the resignation of Neal Asper. Motion carried with a unanimous roll call vote.

ND Dept. of Health Survey:

- **Scope & Severity matrix (enclosed)** Administrator Asper discussed the scope and severity matrix pertaining to our previous health survey which was rated a level G. This severity was concerning honoring our residents with respect and dignity. The plan of correction has been accepted by the health department and the state survey team will come back at a later date to do another on site survey. This survey could be disputed; however Administrator Asper did not feel we would benefit from this.

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- **Letter to staff (enclosed)** A letter was sent to all the Veterans Home Staff explaining the outcome of the survey and the expectations of how residents will be treated. Tone of voice and body language are two acts that speak very loud. An open forum will be held monthly to assist staff of appropriate behavior that is acceptable when intervening with residents.
- Our Regional Ombudsman, Bryan Fredrickson, received a call from the State Health Department requesting he present a mandatory in-service on resident rights. This training was provided at the veterans home on Jan 18th and 26th

VA Prescription Co-Pay \$1.00 Increase: Discussion was held on the VA prescription news release and the North Dakota Veterans Home Pharmacy co-pay notices to raise the co-pay \$1.00.

Motion was made by Darryl Beard, seconded by Orletta Kilen that the North Dakota Veterans Home policy for co-pay for medications reflects the same rate as VA co-pay. Motion carried unanimously.

Case Mix Billing Rates: (enclosed)

- Notification was sent to North Dakota Department of Human Services that the North Dakota Veterans Home Governing Board elected to reduce the case mix billing rate by \$20.00 per day.
- The case mix rate received from the North Dakota Department of Human Services reflected the \$20.00 reduction in rates per day. (enclosed)
- Discussion was held on the notification sent to the skilled residents informing them of the \$20.00 per day rate reduction per resident. In the past we received approximately \$50.00 per day per diem for each veteran on the skilled unit, which was subtracted from that resident's total bill. VA regulations do not require us to subtract this per diem from the residents' bill as this money is intended to be used by the veteran's home. This is why we compromised by subtracting the \$20.00 for their billing. The average nursing facility rate for 2006 is \$152.33 compared to \$144.48 for 2005. The impact on revenue by subtracting this 20.00 per day x 36 residents x 365 days x 2 years = \$525,600 per biennium.

Performance Audit Recommendation 3-2 (enclosed). This recommendation is that the Veteran's Home discuss with the Department of Human Services the process involved in having the Veteran's Home as a separate class of nursing facility not subject to the upper limits established for the Medicaid case-mix payment system, and present the process, advantages, and disadvantages of such a change to the Legislative Assembly for their consideration.

Discussion was held on the federal regulation that you can not charge a Medicaid Resident more than you charge a private pay resident. You can charge Medicaid less, but you can not charge them more.

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Holidays

- **Century Code chapter 1-03 (enclosed)**
- **NDVH policy: (enclosed)**

The veterans home has two policies for holidays: The 8:00 to 5:00 staff follows the state guidelines, which is if the holiday falls on Saturday or Sunday, the preceding Friday or following Monday, respectively, is considered the holiday.

Discussion was held on having all four staff members in activities and social services gone for three days. The residents are still at the facility having needs and concerns. One of the last resident surveys revealed how the residents felt with the week-ends being so quiet and how lonely the residents get.

TIME & ONE-HALF: Discussion was held on the time & one-half which was paid to staff that worked Christmas Eve and Christmas Day. These are two of the major holidays that need to be addressed.

POLICY'S DISCUSSED:

- **Absentee Policy: (draft enclosed)** Discussion was held on the policy presented by Administrator Asper. No action will be taken until further notice from the Attorney General's Office.
- **Policy # 35 Tuition Reimbursement (enclosed) to be replaced with Education Reimbursement Policy: (enclosed)** Discussion was held on this policy presented by Administrator Asper. Motion was made by Darryl Beard, seconded by Orletta Kilen to accept this draft education reimbursement policy with the exception of changing the B average to a C average. Motion carried.
- **Recruitment Incentive Program for Hard-To-Fill Positions (enclosed)** Discussion was held on this policy presented by Administrator Asper. The Hard-to-fill positions are currently defined as cooks, CNAs and RNs. Motion was made by Darrol Schroeder, seconded by Robert Volk to accept this draft policy. Motion carried.

Veteran organization meeting schedule: (enclosed) Motion was made by Robert Volk, seconded by Darrol Schroeder to allow Administrator Asper to attend the meeting on the schedule. Motion carried.

Discussion was held on the importance of Administrator Asper attend the NASVH Mid-winter Conference March 4th-8th in Washington, DC.

Contracts: The following contracts were discussed:

- **Medical Services Contract:** Due to the change with the Veterans Home having to provide the primary care a new draft was drawn. The draft includes

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office visits and labs for veterans will not be billed to the veteran or the HOME. Waiting time is not to exceed 15 minutes. This contract will be put out on bid as there are three clinics in Lisbon.

- **Medical Directors Contract:** This contract will also be let out on bid. The new federal guidelines will request a more active role from the Medical Director. The North Dakota Veterans Home Director of Nursing attended a conference meeting in Fargo today concerning these changes.

Welcome reception for Dr. Lindemann: (article enclosed) was held at the Lisbon Stake Out, Thursday, December 29th to welcome Dr. Lindemann to the community. He does make calls to the Veterans Home.

Credentialing & Privileges approved for the following: (Policy enclosed)

- Meredith Kelsen, Nurse Practitioner
- Dr. Alan Richard Lindemann, MD
- Dr. Barbara Sheets Olson, MD
- Stacey Maria Spilovoy

Administrator Asper presented the policy which is presently in place at the Veterans Home. Discussion was held on the Medical Director and the Administrator reviewing and with authorizing the individual practitioner to provide desired services. This will be completed in accordance with the VA Standard 51.210. Also discussed was it was not mandatory for the Governing Board to approve the credentialing.

Motion was made by Darrol Schroeder, seconded by Robert Volk to accept the North Dakota Veterans Home Operating Policies and Procedures for Credentialing and Privileging dated July 21, 2005. Motion carried.

Marketing disks: Similar to Minnesota Veteran Homes (Cost is \$1000 per minute). Discussion was held on the cost of \$1000.00 per minute for a tape 10-15 minutes long. The cost to buy 200 tapes is approximately \$5.00-\$10.00 per tape. This will be deferred for approval until a later date.

Resident Worker as requested FTE position: Discussion was held if a resident worker could accept an open already approved FTE position. Administrator Asper has contracted the Attorney General's Office with this question, but has not received a response. No action was taken at this time.

Square Footage-Semi-Private Room:

- ND Basic Care & VA Basic & Skilled say a room has to have 160 sq ft. When the VA designs a resident room arrangement it is figured 16' x 10.83 = 173.28 sq ft is ok, but 16' x 11.33 = 181.28 sq ft is preferred.
- New Construction: a Semi-private room requires 245 sq ft and a Private room requires 150 sq ft.

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Aid & Attendance Guidelines – Social Service will present next meeting: Discussion was held on the residents needing assistance for instance with taking their laundry down to the laundry department.

Strategic Plans: Discussion was held on the strategic planning of the Veterans Home. This will be discussed further at a later date. Comments were made on the Veterans Home being one of the best kept secrets.

NDVH Board members staff interview report:

Closing Comments: Administrator Asper commented again to the Governing Board how challenging and rewarding his position at the veterans home has been. He has made many new friends and if he had to do it over again yes he would.

Chairman Braaten again reported how professional the interviews went with the staff. He felt the board should visit with the veteran's home staff on a regular basis.

The Board offered Administrator Asper the best of luck on his new journey.

DATE, LOCATION & TIME OF NEXT MEETING:

- NDVH Governing Board will meet the 2nd Friday of March, (March 10, 2006) at 10:30 AM at the Lisbon Veterans Home.

CONFERENCE CALL: Administrator Asper and LeAnn Schmidt from the Human Resources Department will work out the details on the job description for the Administrator position. A conference call will be scheduled for Tuesday, February 7th at 5:00 PM.

Motion was made by Daryl Beard, seconded by Orletta Kilen to adjourn this meeting.

Meeting adjourned.

Darrol Schroeder
Interim Commandant/Administrator

/mo